

U. S. Department of Labor Employment and Training Administration Washington, D.C. 20210	CLASSIFICATION WIA/WTSR
	CORRESPONDENCE SYMBOL OYS
	DATE June 12, 2000

TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 14-99

TO : ALL STATE WORKFORCE LIAISONS
ALL STATE EMPLOYMENT SECURITY AGENCIES
ALL STATE WORKER ADJUSTMENT LIAISONS
ALL ONE-STOP CAREER CENTER SYSTEM LEADS

[signature of Lenita Jacobs-Simmons]

FROM : LENITA JACOBS-SIMMONS
Deputy Assistant Secretary

SUBJECT : Instructions for Preparation of the
WIA Transition Summer Report

1. **Purpose.** To transmit to States instructions for the Workforce Investment Act (WIA) of 1998 Transition Summer Report (WTSR).

2. **References.**

(a) Training and Employment Guidance Letter (TEGL) No. 10-97, Change 1, (July 24, 1998), Instructions for Preparation of the JTPA Summary Program Report (JSPPR);

(b) TEGL No. 14-98, (March 26, 1999), Program Guidance for the Calendar Year 1999 Summer Youth Employment and Training Program;

(c) TEGL No. 10-97, Change 2, (May 21, 1999), Instructions for Preparation of the JTPA Summary Program Report (JSPPR); and

(d) TEGL No. 3-99, (January 31, 2000), Program Guidance For Implementation of Comprehensive Youth Services Under the Workforce Investment Act During the Summer of 2000.

3. **Background.** The Workforce Investment Act (WIA) of 1998 substantially reforms youth programming, emphasizing more comprehensive services to youth, with summer youth employment representing one of ten required program elements that comprise a

RESCISSIONS None	EXPIRATION DATE December 31, 2000
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local workforce investment area's (local area's) year-round youth services strategy. Summer 2000 represents the first summer youth programming that will be conducted under WIA for all State and local areas, and the first year since 1964 that a stand-alone summer program is not authorized or funded. Since the summer jobs program has played a prominent role in communities across the country, the transition from the Job Training Partnership Act (JTPA) to WIA has generated significant interest. Therefore, it is critical for the Department to collect data and report on summer youth employment opportunities for this summer. Further- more, collection of data from this summer will provide an opportunity to learn from and inform the system and administration regarding the transition from JTPA to WIA as it relates to summer activities.

In the past, the Department maintained a separate, Internet-based reporting system for the JTPA summer youth program. This system was called the JTPA Summary Program Report (JSPR) and expired on December 31, 1999 since JTPA authority will expire on July 1, 2000. The Department's proposed WIA management and information system is designed to capture and report data by program year rather than by calendar year, beginning on July 1, 2000.

The WTSR is designed to capture data on summer youth employment opportunities during the Summer 2000 transition from JTPA Title II-B to WIA. The WTSR will provide a snapshot of the entire summer of 2000 based on the calendar year. The WTSR uses the same format and contains some of the same data elements as the previous JSPR. The requested information is being kept to the absolute minimum needed to perform the Department's oversight role. The WTSR reduces the burden for States and local areas by eliminating close to half of the data elements on the JSPR and only requiring one report in October, for the period ending September 30th, after the summer youth employment opportunities have been completed.

4. OMB Reporting Burden. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondents' obligation to reply to these reporting requirements is required to obtain or retain benefits (PL 102-367). Burden hours for this collection of information are estimated to average 1 hour including time for reviewing the information. Send comments regarding this burden estimate or any other aspect of this data collection, including suggestions for reducing the burden hours, to the U.S. Department of Labor, Office of Youth Services, 200 Constitution Avenue, N.W., Room N4469,

Washington, D.C. 20210 (Paperwork Reduction Project 1205-0411, expiring 11-30-00); Attention: Mr. Haskel Lowery.

5. **Reporting Requirements.** The WTSR will be submitted only once, after the summer youth employment opportunities have been completed. The State will electronically submit the WTSR via the Internet. Once the data is submitted, the National Office and

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Regional Office will have the ability to view the WTSR simultaneously. This data will be due according to the following schedule:

	<u>Data as of</u>	<u>Due to RO/NO</u>
End of PY 2000 Quarter 1	Sept 30	Oct 31

In compliance with the Paperwork Reduction Act of 1995, ETA requests that States transmit data electronically via the Internet. The web address and specific instructions will be transmitted directly to each State's primary/data contact.

6. **Action Required.** State Liaisons are requested to distribute the attached WTSR instructions to all offices within the State which need such information to implement the WTSR reporting requirements.

7. **Inquiries.** Questions concerning this TEGL should be directed to the appropriate ETA Regional Office. Questions or problems concerning the submission of data electronically should be directed to Robert Horstman at (202) 219-5651 or via e-mail at RHorstman@doleta.gov.

8. **Attachment.** WIA Transition Summer Report (WTSR) Format Instructions and Form

Attachment

WIA TRANSITION SUMMER REPORT (WTSR) FORMAT INSTRUCTIONS

WIA Title I and JTPA Title II-B

1. **Purpose.** The WIA Transition Summer Report (WTSR)(ETA 9082) displays participant enrollment information, financial and cost information, and data on the characteristics of individuals who participated in the JTPA Title II-B grant program and the summer employment opportunities component of WIA.
2. **General Instructions.** The State will electronically submit, via the Internet, the WTSR for WIA Title I summer employment opportunities and for JTPA Title II-B summer youth program. Once the data is submitted, the National Office and Regional Office will have the ability to view the WTSR simultaneously. Additional instructions for electronically reporting the data will be provided at a later date. This data will be due according to the following schedule:

	<u>Data as of</u>	<u>Due to RO/NO</u>
End of PY 2000 Quarter 1	Sept 30	Oct 31

3. **Facsimile of Form.** See the form attached to the end of this document. These data items will appear differently on the Internet screen.

4. Instructions for Completing the WIA Transition Summer Report (WTSR) for WIA Title I and JTPA Title II-B.

A. State's Name and Address

Enter the name and address of the recipient State.

B. Type of Grant

Designate the source of funding for the grant for which data is being provided on this WTSR, i.e., WIA Title I or JTPA Title II-B. For those areas operating under both JTPA Title II-B and WIA Title I, check both boxes.

C. State's Grant Number

Enter the recipient State's grant number which corresponds to the Type of Grant in Item B above. For those areas operating under both JTPA Title II-B and WIA Title I, check both boxes. The grant number was assigned by the Employment and Training Administration (ETA) in a separate issuance.

D. Report Period

Enter in "From" the beginning date of the designated JTPA Title II-B report year or WIA report year if not operating under JTPA, i.e., April 1. Enter in "To" the ending date of the report period, as specified in Item 2, above, i.e., September 30.

E. Signature and Title (at bottom of the page)

The authorized official of the Governor signs here and enters his/her title.

F. Date Signed

Enter the date the report is signed by the authorized official.

G. Telephone Number

Enter the area code and telephone number of the authorized official.

SECTION I - STATEWIDE PARTICIPANT SUMMARY

Line 1. Total Participants

Enter the total number of youth who participated in the JTPA Title II-B grant program and/or the summer employment opportunities component of WIA through the end of the report period (September 30, 2000).

"Participant", for reporting purposes, means an individual who has been determined to be eligible to participate in and who is receiving services under either or both of the two specified programs. Participation shall be deemed to commence on the first day, following determination of eligibility, on which the individual began receiving services.

Line 2. Total Participants in Academic-Basic Educational Skills Enrichment

Enter the number of JTPA Title II-B participants who were enrolled in academic basic educational skills enrichment activities. This includes participants who have such activities linked with work experience or as a stand-alone activity. This entry may not exceed the entry for Line 1.

This reporting item applies only to JTPA Title II-B participants (both those who terminate as JTPA participants and those who transition into WIA Title I participants on July 1). Those participants who register as WIA Title I participants and are never enrolled in JTPA Title II-B are not included in this line.

The definition of Academic-Basic Educational Skills enrichment means "the enhancement of the traditional educational skills of reading, mathematics, and writing attained through classroom or project-based learning methods."

NOTE: For the number of youth in line 2, show the percentage of youth who maintained and youth who gained academic-basic educational skills of reading, mathematics, and/or writing during the summer reporting period. The results should be reported in the "Remarks" section. For example: Line 2: Maintained Skills - 78%, Gained Skills - 12%.

Although ETA is not recommending any particular testing protocol, pre and post testing is encouraged when assessing skill gain of youth. Service providers are encouraged to select assessment instruments that have been identified as appropriate tools for measuring basic educational skills attained in the academic enrichment component of the summer program.

Line 3. Total Number of JTPA Participants Terminated on or Before June 30, 2000

Enter the total number of JTPA participants that terminated on or before June 30, 2000; i.e., those participants who do not transition into WIA Title I.

SECTION II - PARTICIPANT CHARACTERISTICS SUMMARY

Gender

Line 4. Male

Line 5. Female

Distribute the participants by line according to gender. The sum of Lines 4 and 5 should equal Total Participants (Line 1).

AgeLine 6. 14 - 15 YearsLine 7. 16 - 18 YearsLine 8. 19 - 21 Years

Distribute the participants by line according to age (based on date of birth) at the time of registration (entry into the program). The sum of Lines 6 thru 8 should equal Total Participants (Line 1).

Race/Ethnic GroupLine 9. American Indian or Alaskan NativeLine 10. AsianLine 11. Black or African AmericanLine 12. Hispanic or LatinoLine 13. Native Hawaiian or Other Pacific IslanderLine 14. White

Distribute the participants by line according to the Race/Ethnic Groups listed above. The sum of Lines 9 thru 14 should equal Total Participants (Line 1).

NOTE: The Race/Ethnic category listed above reflects OMB's Standards for the Classification of Federal Data on Race and Ethnicity (October 30, 1997, Vol.62, No.210, Pgs. 58782-58790).

School StatusLine 15. In-School Youth

Enter the total number of participants who are currently enrolled in and are attending any school or are between school terms and intend to return to school. For JTPA participants who are grandfathered into WIA, the JTPA in-school youth definition applies. JTPA in-school youth means a youth who has not yet attained a high-school diploma and is attending school full time. For WIA participants who register July 1 or after (not grandfathered into WIA), in-school youth are those who do not meet the definition of WIA out-of-school youth.

Line 16. Out-of-School Youth

Enter the total number of participants who are not enrolled in or attending any school or are not between school terms or do not intend to return to school. For JTPA participants who are grandfathered into WIA, the JTPA out-of-school definition applies. For JTPA an out-of-school youth is a youth who does not meet the definition of an in-school youth above. For WIA participants who register July 1 or after (not grandfathered into WIA), the WIA out-of-school definition applies. Under WIA an "out-of-school youth" means an eligible youth who is a school dropout; or an eligible youth who has received a secondary school diploma or its equivalent but is basic skills deficient, unemployed, or underemployed. A youth's dropout status is determined at the time of registration. Therefore, a youth who is out-of-school at the time of registration and subsequently placed in an alternative school, may be considered an out-of-school youth (based on proposed final regulations). However, a youth who is enrolled in an alternative school at the time of registration, is not considered a school dropout.

Note: The sum of lines 15 and 16 should equal Total Participants (Line 1).

Line 17. Total Number of Youth for Whom Additional Services are Planned

Enter the total number of participants from lines 15 and 16 whose individual service strategy plans include further services (including follow-up services) following completion of summer employment opportunities.

Line 18. Total Expenditures (including 15% Governor's Reserve Funds Used for Summer Employment Opportunities)

Enter the total dollar amount of Federal youth funds expended for allowable program activities on JTPA Title II B and/or summer employment opportunities under WIA through the end of the reporting period. This total should include any expenditures from the 15% Governor's Reserve Funds that were used for summer employment opportunities.

Line 18a. Total Expenditures from 15% Governor's Reserve Fund

If the 15% Governor's Reserve Funds were used for summer employment opportunities, of the amount on LINE 18 enter the total dollar amount that was expended for summer employment opportunities's from the 15% Governor's Reserve Fund. If there were no expenditures from the 15% Governor's Reserve Fund used for summer employment opportunities, enter zero.

Line 18b. Total Expenditures for In-School Participants

Of the amount on LINE 18, enter the total dollar amount of Federal youth funds and 15% Governor's Reserve Fund (if applicable) expended on in-school participants.

Line 18c. Total Expenditures for Out-of-School Participants

Of the amount on LINE 18, enter the total dollar amount of Federal youth funds and 15% Governor's Reserve Fund (if applicable) expended on out-of-school participants.

Note: The sum of lines 18b and 18c should equal Total Expenditures (LINE 18).

Line 19. Average Cost Per Participant Enter the total dollar amount of Federal youth funds and 15% Governor's Reserve Fund (if applicable) expended, divided by the total number of participants.

NOTE: PLEASE USE WHOLE DOLLAR AMOUNTS ONLY; NO CENTS.

WIA TRANSITION SUMMER REPORT (WTSR)
"Title I, Sec.129"

U.S. Department of Labor
Employment and Training Administration

OMB No. 1205 - 0411
Expiration Date: 11/30/2000

A. State's Name and Address	B. Grant Type 9 JTPA Title II-B 9 WIA Title I, Sec. 129	C. State's Grant Number 9 JTPA _____ 9 WIA _____	
	D. Report Period From: _____ To: _____		

Section I - STATEWIDE PARTICIPANT SUMMARY

1	Total Participants	
2	Total Participants in Academic-Basic Educational Skills Enrichment	
3	Total Number of JTPA Participants Terminated on or Before June 30, 2000	

Section II - PARTICIPANTS CHARACTERISTICS SUMMARY

4	Male		11	Black or African American	
5	Female		12	Hispanic or Latino	
6	Age: 14 - 15 Years		13	Native Hawaiian or Other Pacific Islander	
7	16 - 18 Years		14	White	
8	19 - 21 Years		15	In-School Youth	
9	American Indian Or Alaskan Native		16	Out-of-School Youth	
10	Asian		17	Total Number of Youth for Whom Additional Services are Planned	

Section III - FINANCIAL SUMMARY

18	Total Expenditures (including 15% Governor's Reserve Fund Used for Summer Employment Opportunities)		19	Average Cost per Participant	
18a	Total Expenditures from 15% Governor's Reserve Fund				
18b	Total Expenditures for In-School Participants				
18c	Total Expenditures for Out-of-School Participants				

Remarks:

E. Signature and Title	F. Date Signed	G. Telephone No.
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Public reporting burden for this collection of information is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the Office of IRM Policy, Department of Labor, Room N-1301, 200 Constitution Avenue, N.W., Washington, DC 20210; and to the Office of Management and Budget Paperwork Reduction Project (1205-0411), Washington, DC 20503

DO NOT SEND THE COMPLETED FORM TO EITHER OF THESE OFFICES

ETA 9082
April 1997